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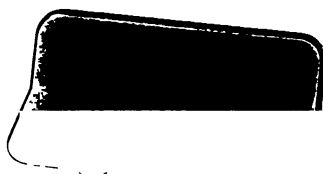
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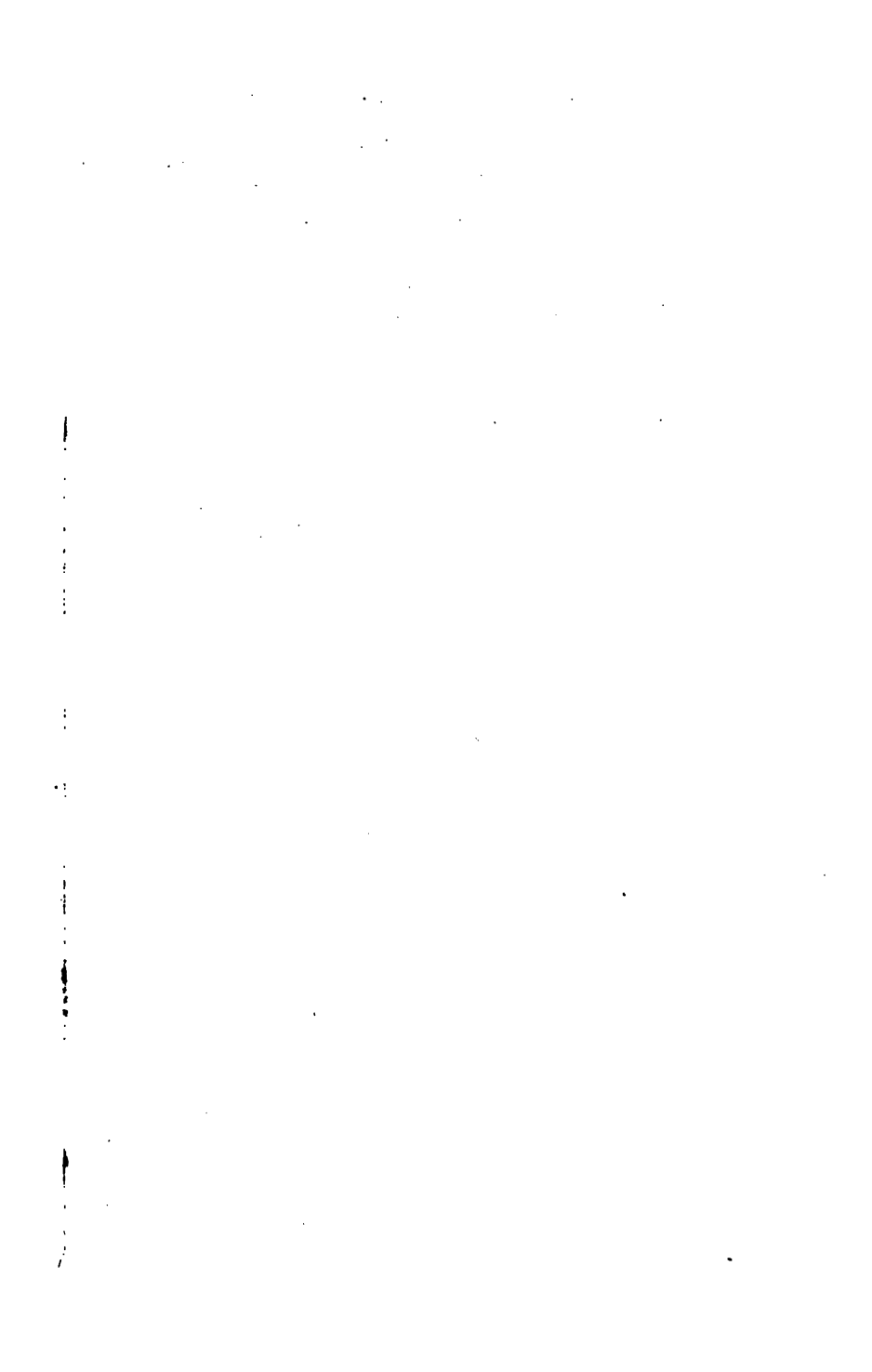
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GOVERNMENT SITUATIONS
HAND BOOK.



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GOVERNMENT SITUATIONS HANDBOOK,

CONTAINING

THE REQUISITE INFORMATION FOR ALL PERSONS
SEEKING APPOINTMENTS;

INCLUDING

*Instructions to Candidates, and Hints to Parents and
Heads of Colleges and Schools.*

BY

WILLIAM LYLE,

OF HER MAJESTY'S CIVIL SERVICE.

A. M. PIGOTT,

ALDINE CHAMBERS, PATERNOSTER ROW;

AND
KENNINGTON PARK CORNER, LONDON.

1856.

232. c. 91.



PREFACE.

THIS humble effort has been made by an experienced Civil Servant, who is deeply impressed with the importance of the changes initiated by the Report of the Civil Service Commissioners, and who offers as his apology for appearing before the public, that he has had opportunities of making himself acquainted with what is in progress, which may enable him to smoothe some difficulties, and thus to secure both for the public and its servants a more full participation of the advantages intended.

4, ISABEL PLACE, CAMBERWELL NEW ROAD,
KENNINGTON, SURREY,
6th May, 1856.



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PRELIMINARY REMARKS.

THE first Report of the Commissioners who were appointed to examine candidates before their admission into the Civil Service has been presented to both Houses of Parliament by command of Her Majesty. It is now in the hands of the public, who will be able to judge of the manner in which these Commissioners have exercised the novel and peculiar powers entrusted to them. It contains a detailed account of their proceedings, and the carefully elaborated results of all the examinations which have been conducted under their superintendence, from the time of their establishment by an Order in Council, dated the 21st May, 1855, to the 29th February, 1856. They state that one of the motives which influenced them in making their Report at so early a period after their appointment was, that they had reason to believe that the nature of their examinations had been misapprehended, and that the difficulty of them had been exaggerated.

Another motive which influenced the Commissioners in making their Report at an early period was, that they conceived it would be very convenient to those persons who might contemplate entering the Public Service, to be correctly informed as to the rules and qualifications which are prescribed by the various departments. That persons so circumstanced should have reliable information is matter of importance; but may it not happen, that comparatively few of them will have means of obtaining it? To some, the Report may be inaccessible; to others, the contents of it, although not unnecessarily detailed, may be perplexing, as much of the information on these points is spread over

different parts of it. My object is to arrange and classify this information. The rules prescribed for admission into the Civil Service—the limits of age—the qualifications required in the different departments—the mode of conducting the examinations, and every other subject embraced in the Report and in the Appendices annexed to it, which may be deemed useful, will be made easy of reference; and thus there will be formed a Handbook of the Civil Service, which must be valuable to all persons who may wish to have information that may be depended upon, regarding the admission of Clerks into the various Public Departments.

The careful selection of properly qualified young men to serve in the Public Offices is matter of high importance and a subject of great public interest. The examination of candidates prior to their admission into the Public Service is not, however, a new regulation; the duty has been only transferred from the heads of departments to a separate Board, who, under the authority of an Order in Council, are guided in their examinations by *fixed rules*. It may not be without interest, then, before proceeding farther, to review the circumstances which led to the appointment of Commissioners entrusted with powers so novel and peculiar.

There was issued, in the beginning of the year 1854, a parliamentary paper entitled "A Report on the Reorganization of the Civil Service." It was the joint production of Sir Stafford Northcote and Sir Charles Trevelyan. The cardinal points of the scheme propounded were the substitution of competing examinations for appointments by patronage, and the establishment of a system of promotion according to qualification and merit. Some persons considered it a plan which deserved success; others thought differently, and opposed it.

There was issued, however, a subsequent parliamentary paper, in the shape of a goodly sized Blue Book, bearing the title of "Papers relating to the Reorganization of the Civil Service," of which the Report alluded to above may be considered the parent. It contains thirty-eight papers

on the subject, with other subsidiary matters relating thereto. The authors of them are professors of our universities, heads of colleges, masters of our principal schools, a few men distinguished for their learning, and the chiefs of departments or other gentlemen in high official positions. The productions of those not connected with Government are marked, for the most part, by a warm advocacy of the scheme, as tending not only to increase the efficiency of the Civil Service, but also to improve the political morality of the country, and to promote the more extended education among the people. The departmental papers are of a more varied character, and opinions will probably be formed of them according as persons are friendly or adverse to the plan.

The proposal to recruit the Civil Service by means of competing examinations, open to the whole country, having encountered much opposition, was not adopted; but a general concurrence was expressed in favour of improved arrangements for the examination of candidates for admission to the Service, and the following Order in Council was passed:

*At the Court at Buckingham Palace, the 21st day of May,
1855;*

Present,

THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL.

Whereas it is expedient to make provision for testing, according to fixed rules, the qualifications of the young men who may from time to time be proposed to be appointed to the junior situations in any of Her Majesty's Civil Establishments.

Now therefore, Her Majesty, by and with the advice and consent of Her Privy Council, doth order, and it is hereby ordered, that the Right Honourable Sir Edward Ryan, Assistant Comptroller-General of the Exchequer, John George Shaw Lefevre, Esquire, Companion of the Bath, Clerk Assistant to the House of Lords, and Edward Romilly, Esquire,* Chairman of the Board of Audit, or such other persons as Her Majesty may from time to time approve in the stead of them or any of them, shall be Commissioners for conducting the examination of the young men so proposed to be appointed to any of the junior situations in the Civil Establishments as aforesaid, and shall hold their

* Mr. Romilly withdrew on the 26th November, 1855.

offices during the pleasure of Her Majesty, and shall have power, subject to the approval of the Commissioners of Her Majesty's Treasury, to appoint from time to time such Assistant Examiners and others as may be required to assist them in the performance of the duties herein-after assigned to them.

And it is hereby ordered, that the Commissioners of Her Majesty's Treasury do prepare and submit to Parliament an estimate for the remuneration of a Secretary to the said Commissioners, and of such Examiners and others as may be required to assist in the performance of their duties.

And it is hereby ordered, that all such young men as may be proposed to be appointed to any junior situation in any department of the Civil Service shall, before they are admitted to probation, be examined by or under the directions of the said Commissioners, and shall receive from them a certificate of qualification for such situation.

And it shall be the duty of the Commissioners in respect of every such candidate, before granting any such certificate as aforesaid,

- 1st. To ascertain that the candidate is within the limits of age prescribed in the department to which he desires to be admitted ;
- 2nd. To ascertain that the candidate is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties ;
- 3rd. To ascertain that the character of the candidate is such as to qualify him for public employment ; and,
- 4th. To ascertain that the candidate possesses the requisite knowledge and ability for the proper discharge of his official duties.

The rules applicable to each department under each of the above heads should be settled, with the assistance of the Commissioners, according to the discretion of the chief authorities of the department ; but, except that candidates for admission to any of the junior situations in any branch of the Civil Service will be required to obtain certificates of qualification as aforesaid, such Examining Board shall not make any alteration in respect to the nomination or appointment of candidates by those who are or may be charged with the duty of nomination and appointment.

After the candidate has passed his examination and received his certificate of qualification from the Commissioners, he shall enter on a period of probation, during which his conduct and capacity in the transaction of business shall be subjected to such tests as may be determined by the chief of the department for which he is intended ; and he shall not be finally appointed to the Public Service unless upon satisfactory proofs of his fitness being furnished to the chief of the department after six months' probation.

And it is lastly hereby ordered, that in case the chief of any department considers it desirable to appoint to any situation for which there

are no prescribed limits of age a person of mature age having acquired special qualifications for the appointment in other pursuits, such person shall not in virtue of this order be required to obtain any certificate from the said Commissioners in order to obtaining such appointment, but the chief of the department shall cause the appointment of any person not previously examined to be formally recorded as having been made on account of special qualifications.

(Signed) WM. L. BATHURST.

This brings me back to the subject under consideration—the Report of the Commissioners; but before entering upon it in detail, it may be useful to give a few general hints.

Many of the large Public Departments are worked by two sets of men, both of whom are upon the fixed establishments of the several Offices—that is, the Clerks and the “Permanent Extra,” or, as they are now more generally called, “Supplementary” Clerks. Temporary Clerks are also appointed in the several departments, as occasion requires, for the purpose of meeting an unusual press of business, such as has lately arisen out of the war; but their tenure of office is entirely provisional and precarious, and they are reduced as soon as the object for which they have been employed has been accomplished.

To give an intelligible abstract of official salaries would be enough of itself to form a separate treatise. Those who require detailed information as to any particular office may refer to the estimates laid annually before Parliament, which are divided into classes, as follows:—1. Public Works and Buildings. 2. Salaries and Expenses of Public Departments. 3. Law and Justice. 4. Education, Science and Art. 5. Colonial, Consular and other Foreign Services. 6. Superannuations and Charities. 7. Various Miscellaneous Votes. There are also the Army and Navy Estimates, and the Estimates for the Revenue Departments, which include the Customs, Inland Revenue, and Post Office.

All these papers may be purchased separately, at Messrs. Hansard's, Printers to the House of Commons, at an average price of about one shilling each, and are pecu-

liarily adapted for transmission by post, under the Book Post regulations.

As a general rule, the salaries of Clerks in Public Offices commence at £90 and rise progressively by annual increases; but in the Customs and a few other Departments, the salaries begin at £75 and £80 a year.

The Supplementary Clerks, who are an increasing body of employes in many of the Public Departments, commence at £80 a year, and rise by £5 a year to £180. In special cases of more than usual merit, they are transferred into a higher class, commencing at £180 and advancing by £10 a year to £250.

In the Revenue and a few other departments there are, in addition to the Clerks, large numbers of officers with varied rates of remuneration, whose designations and salaries are to be traced in the Parliamentary Estimates.

Nominations to the different branches of the Civil Service are to be obtained through personal or political influence with the Ministers of the day, Members of both Houses of Parliament, and other influential persons.

There are some qualifications which are indispensably necessary to a Junior Clerk in every Government Office, and, with very few exceptions, to all persons appointed to any junior situation; viz.: To write a good hand; to be able to spell correctly; to be able to write a simple letter grammatically, and to be conversant with the elementary portions of arithmetic.

The limits of age at which a person is eligible for admission to the various Offices are, between 16 and 25, 17 and 25, 18 and 25—with certain exceptions, which will be hereafter stated.

The hours of attendance in Public Offices are generally from 10 until 4; but additional attendance is expected to be given when necessary, without any extra remuneration.

More detailed information under the above-mentioned heads will hereafter be given in reference to the several departments; but it must be distinctly understood that all rules are liable from time to time to be altered, and that no regulations are to be considered as definitely fixed.

GENERAL INSTRUCTIONS TO CANDIDATES.

THE candidate having obtained a nomination to any Public Department will in some instances have to communicate with that department before giving a preliminary attendance at the Office of the Civil Service Commissioners, for the purpose of receiving instructions and of producing his certificates and testimonials. As respects candidates nominated to appointments in the country, detailed particulars will be furnished hereafter.

Tuesday in each week is the day upon which examinations are fixed to take place, and the preliminary attendance is to be given upon either the Thursday, Friday, or Saturday preceding that day; except—

First. In cases of great urgency; and,

Secondly. When the candidate resides at a distance from London.

In these excepted cases, the preliminary attendance may be postponed until the following Monday.

If the testimonials are satisfactory, the candidate will be directed to attend for examination.

Should the nomination be of a nature to require that the candidate should be examined by local officers, he will receive special directions.

The Commissioners state in their Report that, in cases of urgency, they have received candidates at intermediate times, and that this indulgence has been frequently extended to candidates for the lower situations in the Customs.

The Office of the Civil Service Commissioners is at 4, Broad Sanctuary, Westminster (entrance under the archway leading into Dean's Yard).

The evidence required to be produced as to age, health, and character, are subjoined *in extenso* :

I. AGE.

Candidates may be divided into two classes :

1. Those born in England or Wales subsequently to the 30th day of June, 1837.

- (a) Candidates included in this class should produce certificates from the Registrar-General of Births, Marriages, and Deaths, or his local officers.
- (b) In ordinary cases no further evidence will be required.
- (c) Every candidate not producing such certificate must account satisfactorily for its non-production, and must prove his age by the evidence hereinafter mentioned.

2. Those born in England or Wales before the 1st day of July, 1837. Those who, though born in England or Wales on or subsequently to that day, are unable to produce the certificate above mentioned. Those not born in England or Wales.

- (a) Candidates included in this latter class should produce, if possible, certificates of baptism, duly signed, and in the regular form.
- (b) Where such certificates specify the time of birth, and no suspicion of irregularity exists, further evidence will not be required.
- (c) Where a baptismal certificate is not produced, satisfactory reasons for its non-production must be assigned and verified.
- (d) Where a baptismal certificate does not specify the time of birth, and where no baptismal certificate can be procured, the best evidence that can be given of the date of the candidate's birth must be obtained. For this purpose, in the case of Dissenters, the non-parochial registers, entered under the Act 3 & 4 Vict., cap. 92, and preserved in Somerset House, will be available. If such evidence be offered by a family Bible or record, an extract therefrom must be made and subscribed by some credible and disinterested person, with the following form of attestation : —

" This is a true extract from a Bible [or other book or document, as the case may be] in the possession of _____, residing at _____, and the insertion therein of the date of the birth of _____ appears to have been made at _____ the time indicated.

" (Signed)

" (Place of abode)

" Dated this _____ day of _____

."

- (e) Where such extract has been duly verified, and no suspicion of irregularity exists, further evidence will not be required.
- (f) Should there be no record whatever of the date of the birth of the candidate, the evidence of some credible and disinterested person, who can speak to his age, must be obtained. Such person must be required to make a solemn declaration in the statutory form before a magistrate, as to the date of the birth of the candidate, and as to the particular circumstances which enable the party declaring to speak to it.

II. HEALTH.

Every candidate must produce a certificate signed by a Member of the College of Physicians, a Member of the British College of Surgeons or of the Apothecaries' Company, or a Medical Graduate of an University, dated subsequently to the nomination; and such certificate must contain the statements following:

"I hereby certify, that I have this day personally examined
 " Mr. _____, proposed to be appointed to
 " the junior situation of _____ in the
 " department of _____, and that I believe
 " him to be free from any physical defect or disease which
 " would be likely to interfere with the proper discharge of his
 " duties.
 " (Signed)
 " (Address) _____."

Special circumstances, with such explanations as may be necessary, should be introduced before the words "and I believe him to be free," &c.; and the certificate should proceed, "under [or notwithstanding] the circumstances herein appearing, I believe him to be free," &c.

The Civil Service Commissioners reserve to themselves the right to require a personal examination of the candidate by their own medical officer; and will, if they think fit, make a confidential application to the medical referee named by the candidate.

III. CHARACTER.

The Civil Service Commissioners must reserve to themselves full discretion as to the evidence of character which they may in specific cases deem it expedient to require, but under ordinary circumstances they will limit themselves to the following requisition:

1. Candidates who have been previously employed in any department of the Public Service should without delay communicate the fact of their having been so employed. The Civil Service Commissioners will then refer to the department named; and if the answer received should prove satisfactory, no further evidence will be required.

B.

I certify that the answers above written, and the signature thereto affixed, are in the proper handwriting of _____, and that the said _____ is a person worthy of credit.

*

The Form of Certificate of Qualification is as follows:

FORM OF CERTIFICATE OF QUALIFICATION.

We, the undersigned, Civil Service Commissioners, do hereby certify that _____ proposed to be appointed to the situation of _____ has been examined under our directions in _____

being the subjects in this case prescribed by the chief authorities of the department; and that we have ascertained that he possesses the requisite knowledge and ability for the proper discharge of his official duties.

We also hereby certify that we have ascertained—

That he is within the limits of age prescribed for admission into the said Office;

That he is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties; and

That his character is such as to qualify him for public employment.

In witness whereof we have hereto subscribed our names this _____ day of _____ one thousand eight hundred and fifty _____

* To be signed by a justice of the peace or recognized minister of some religious denomination.

STANDARDS OF QUALIFICATION FOR THE VARIOUS DEPARTMENTS, AND OTHER PARTICULARS.

In the departments hereafter named to which an asterisk is prefixed, no examination of candidates has yet been held; and, with regard to some of them, the standard of qualifications (where given) cannot be regarded as precisely arranged.

As respects limits of age for admission, where none is mentioned, there are at present no fixed regulations.

ADMIRALTY.

Patronage with the Lords of the Admiralty.

Limits of age for admission.—Established Clerks, 17–25. Temporary Clerks—inferior limit, 17; superior limit, none.

Exception is made in the superior limit for Established Clerks in the case of persons temporarily employed, who may be nominated to the establishment if under 30, provided they were under 25 when first temporarily employed.

I. WHITEHALL BRANCH.

Qualifications.—1. Writing English from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. 4. Précis. 5. Geography. 6. The leading points in English History. 7. Translation from French. 8. Translation from Latin or from a second modern language.

II. SOMERSET HOUSE BRANCH.

Qualifications.—1. Writing English from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Book-keeping by Double Entry. 4. English Composition. 5. Précis. 6. Geography. 7. Either—(a) Latin or a modern language; (b) The leading points of English

or Modern History; or, (c) Algebra, Euclid, or any branch of Mathematics or Science.

The candidate must satisfy the Civil Service Commissioners that he has received a liberal education, by showing some proficiency in a subject comprised under one at least of the three heads specified in Qualification 7.

On the qualifications particularized in the seven divisions for the Somerset House Branch, the Commissioners remark: "We think that both the choice of these subjects, and the distinction established between the practical and intellectual branches of the examination, is extremely judicious."

III. CLERKS IN DOCKYARDS, VICTUALLING YARDS, OR NAVAL ESTABLISHMENTS, AT HOME, AND TEMPORARY CLERKS.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Book-keeping.

The examination for retired non-commissioned Officers of the Royal Artillery and Royal Sappers and Miners, nominated to Clerkships in the Royal Arsenal, Woolwich, is as follows:—1. Hand-writing. 2. Writing from Dictation. 3. Correspondence. 4. Arithmetic (including Vulgar and Decimal Fractions). 5. Properties of the principal articles used in the Royal Arsenal, such as wood and iron.

AUDIT OFFICE.

Patronage with the Lords of the Treasury.

Limits of age for admission.—Establishment Clerks, 18-25. Temporary Clerks—inferior limit, 18; superior limit, none.

Exception is made to the superior limit of age (25) in the case of persons temporarily employed, who may be nominated to the establishment if under 30, provided they were under 25 when first temporarily employed.

Qualifications.—1. Writing from Dictation, 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Correspondence. 4. Précis.

❁ CHARITABLE TRUSTS COMMISSION.

Patronage with the Commissioners.

Limits of age for admission.—Junior Clerks, 18-30; First and Second Class Clerks, 21-35.

Qualifications.—1. Exercises designed to test Hand-writing and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. The preparation of a Précis, or Abstract of Official Papers. 4. Exercises in English Composition, designed to test ability to write business letters.

The candidate must also satisfy the Civil Service Commissioners that he received a liberal education, by showing some proficiency in subjects comprised under two, at least, of the following heads:—
(a) Latin, or a modern Foreign Language. (b) English History.
(c) Elementary Mathematics.

CHELSEA HOSPITAL.

Patronage with the Lords of the Treasury.

Qualifications.—1. Writing. 2. Copying from MSS.

The above standard of qualification was fixed for the examination of two temporary Clerks who had been employed chiefly in copying, during a temporary pressure of business.

CIVIL SERVICE COMMISSION.

Patronage with the Commissioners.

Limits of age for admission, 18-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions, Square Root, and the use of Logarithms). 3. English Composition. 4. Geography. 5. History of England. 6. Latin. 7. French, or one other modern Foreign Language.

COAL WHIPPERS' OFFICE.

Nothing fixed.

Patronage with the Commissioners.

✻ COLONIAL OFFICE.

Patronage with the Secretary of State for the Colonies.

Limits of age for admission, 18-25.

A special arrangement has been made in this department regarding the nomination of candidates. For the present it is intended to

place on the list of candidates for the Colonial Office a certain limited number of young men, and when a vacancy in the establishment occurs, it will be competed for by the persons on the list; thus establishing a system of limited competition, as contrasted with one of pure nomination. The subjoined standards of qualifications are divided into two portions—PRELIMINARY and FINAL. The former of these is elementary, with the view to ascertain that the candidate possesses those attainments which are indispensable; the latter is to test, as far as examination can test, both the natural abilities of the candidate and the extent to which these abilities have been cultivated.

I. FOR CLERKSHIPS IN DOWNING STREET.

Qualifications.—PRELIMINARY EXAMINATION.—1. Exercises designed to test Handwriting and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Geography. 4. Translation from one of the following languages, at the option of the Candidate—Greek, Latin, French, German, Spanish, Italian. 5. Précis or Abstract of Official Papers.

Candidates failing to satisfy the Civil Service Commissioners upon each of these subjects will not be permitted to proceed further with their examination, and will not be eligible for appointments.

Qualifications.—FINAL EXAMINATION.—*Any number not exceeding three of the following subjects, at the option of the Candidate:*—1. Languages and Literature of Greece and Rome. 2. Languages and Literature of France, Germany, and Italy. 3. Modern History, including that of the British Colonies and Possessions; with Exercises in English Composition, designed to test purity and accuracy of style. 4. Elements of Constitutional and International Law, with Elements of Political Economy. 5. Pure and Mixed Mathematics, not including the highest branches; with Accounts and Book-keeping.

The functions of the Colonial Office are remarkable for their variety, importance, and difficulty; and experience, and ability of a high order, are necessary to their performance. A sound and, if possible, a quick and versatile judgment, a mind trained to reasoning, retentiveness of memory, facility and accuracy of composition, a good knowledge of modern history and geography, and some knowledge of the elementary principles of law and jurisprudence, especially constitutional—these are among the qualities, natural and acquired, which may be said to be most frequently in requisition in this Office.

11. FOR WRITERSHIPS IN CEYLON.

Qualifications.—**PRELIMINARY EXAMINATION.**—1. Exercises designed to test Handwriting and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Geography, particularly that of British India and its Dependencies. 4. Translation from one of the following Languages:—Greek, Latin, French, German, Spanish, and Italian, the selection being left to the candidate. 5. The preparation of a Précis or Abstract of Official Papers.

Candidates failing to satisfy the Civil Service Commissioners upon each of these subjects will not be permitted to proceed further with their examinations, and will not be entitled to certificates of qualification.

Qualifications.—**FINAL EXAMINATION.**—1. Languages and Literature of Greece and Rome. 2. Modern History, including that of the British Colonies and Possessions; Exercises designed to test purity and accuracy of style. 3. Elements of Constitutional and International Law; Elements of Political Economy. 4. Pure and Mixed Mathematics, not including the highest branches; Accounts and Book-keeping. 5. Geology, Chemistry, and Civil Engineering.

Of the five classes of subjects thus defined, candidates are at liberty to select any number, not exceeding three, in which they desire to be examined.

That practical ability and information which is appropriate to the superintendence of public affairs and the transaction of public business is needed for this service.

Civil Engineering may be regarded as a subject of importance, from the circumstance that one of the main duties of Government, in a half civilized community like that of Ceylon, is to promote mechanical works of improvement. Gentlemen appointed to Writerships are required, after their arrival in Ceylon, to pass an examination in the Cingalese and Tamul Languages, before being appointed on the Civil Establishment of the Island; and a further examination, proving a thorough knowledge of those languages.

✻ COLONIAL LAND AND EMIGRATION OFFICE

(COMMONLY CALLED THE EMIGRATION OFFICE).

Patronage with the Commissioners.

Limits of age for admission.—Permanent Clerks, 18-25.
Temporary Clerks, 17-45.

I. PERMANENT CLERKS.

Qualifications. — 1. Writing. 2. Arithmetic (a fair knowledge). 3. Précis.

II. TEMPORARY CLERKS.

Qualifications. — 1. Exercises designed to test Hand-writing and Orthography. 2. Elementary Arithmetic. 3. Exercises of a simple character in English Composition, designed to test ability to write an ordinary business letter.

❁ COMMONS (HOUSE OF).

Nothing fixed.

Patronage with the Speaker.

❁ COPYHOLD, ENCLOSURE, AND TITHE COMMISSION.

Nothing fixed.

Patronage with the Lords of the Treasury.

COMMITTEE OF COUNCIL FOR EDUCATION.

Patronage with the President of the Council.

Limits of age for admission, 18-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic. 3. Book-keeping. 4. Précis. 5. Making fair copies from rough notes. 6. Calculation of per-centages.

Beyond these bare mechanical details, the essential qualities are—steady application, love of order, and a clear methodical head.

CUSTOMS.

Patronage with the Lords of the Treasury.

Limits of age for admission.—Clerks and Extra Clerks, 16-25. Searchers, Landing - waiters, Coast Officers, Gaugers, Tide-waiters, and Weighers, 20-25.

Extra Clerks and extra officers, when promoted to the establishment, to be admitted up to the age of 40 years, provided they were first employed before they attained the age of 25; and they will be entitled to reckon such previous service, provided they have been employed for not less than six months in each year.

No person is admitted to service in the Customs who has been guilty of any offence against the Revenue Laws, or who has been dismissed from any other department of the Public Service.

For the situation of Tide-waiter the person should possess good health, and not be defective in sight or hearing.

For the lower appointments in the Customs, "tolerable" Spelling only is required, with Writing from Dictation, the four first rules of Arithmetic, and a knowledge of Weights and Measures.

The examination of *Boatmen* was not continued for more than a few weeks after the institution of the Civil Service Commission.

I. FOR CLERKS IN THE SOLICITOR'S OFFICE.

Qualifications.—1. Exercise designed to test Hand-writing and Orthography. 2. Arithmetic, including Vulgar and Decimal Fractions. 3. English Composition. 4. Geography. 5. English History. 6. Latin.

II. FOR OTHER CLERKS, EXTRA CLERKS, LANDING-WAITERS, SEARCHERS, COAST OFFICERS, AND GAUGERS.

Qualifications.—1. Exercise designed to test Hand-writing and Orthography. 2. Arithmetic, including Vulgar and Decimal Fractions. 3. English Composition. 4. Geography. 5. English History.

All candidates for the office of Landing-waiter and Searcher will be required to exhibit a somewhat greater proficiency in the above subjects than that which will be deemed sufficient in the case of Clerks, Extra Clerks, &c.; and those nominated to the office of Landing-waiter at Newhaven, Dover, and Folkestone, must show some proficiency in French.

III. TIDE-WAITERS AND WEAVERS.

1. Writing from Dictation. 2. Arithmetic (first four rules), and the different Weights and Measures.

DESIGNS (REGISTRY OF).

The same as "Supplementary Clerks" in the Board of Trade.

Patronage with the President of the Board of Trade.

Limits of age for admission, 17-30.

❖ DUCHY OF LANCASTER.

Nothing fixed.

Patronage with the Chancellor.

❖ ECCLESIASTICAL COMMISSION.

Nothing fixed.

Patronage with the Commissioners.

EXCHEQUER.

Patronage with the Lords of the Treasury.

Limits of age for admission, 17-25.

The Comptroller-General recommends that a power should rest with the Treasury, where a vacancy is filled up by an officer transferred from another department, to extend the maximum age to 30, provided the probationer had originally been appointed to the first office between the ages of 17-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions, and Practice). 3. Précis. 4. Book-keeping. 5. Correspondence.

The Comptroller-General recommends that no person should be appointed as a Junior Clerk who does not afford the promise of being able to execute higher duties which may be at times assigned to him, more especially when executing the functions of his immediate superior officer absent on leave, or for his vacation. He should be able to distinguish any deviation from the accustomed usages and the statutable forms, so as to call the attention of the department to any proceeding which is not fully sanctioned by rule and precedent. He should be prepared, when acting as the head of any one of the three departments, to call the attention of the Chief Clerk, and through him to call the attention of the Comptroller-General or Assistant Comptroller, to the case as one requiring immediate instruction. He is also to take care, in putting his initials of authentication to any accounts or drafts prepared for signature, that this duty is performed, not as an idle formality, but as affording true evidence of an accomplished fact.

FACTORY INSPECTORS' DEPARTMENT.

SUB-INSPECTORS OF FACTORIES.

Patronage with the Secretary of State, Home Department.

Limits of age for admission, 25-40.

Qualifications.—1. Exercises designed to test Hand-writing and Orthography. 2. Arithmetic (to Vulgar and Decimal Fractions). 3. Latin or one modern Foreign Language. 4. English History. 5. Geography. 6. Précis. 7. Elements of Political Economy. 8. English Composition.

The candidate should possess that good general information which is the result of a liberal education, and that knowledge of the world which a gentleman seeking an appointment requiring tact and discretion ought to possess.

He should possess active habits and should not be near-sighted.

The duties entrusted to these officers are of a confidential nature, and they are cautioned against making any communication whatever, public or private, of any matter coming to their knowledge from the inquisitorial nature of their office, such as the extent of the works, the numbers of workpeople employed from time to time, the nature of the work carried on, the sort of machinery used, &c. &c., except in the course of their official duty in administering the Act, or when required by the Inspector of the district.

To be generally acquainted with the mode of proceeding in cases of summary jurisdiction before Justices of the Peace will be useful.

FOREIGN OFFICE.

Patronage with the Secretary of State for Foreign Affairs.

Limits of age for admission.—Downing Street Office: inferior limit, 20 (not under 20, unless the candidate's family resides in town); superior limit, none. Unpaid Attachés, 18-25. Consuls, 25-50.

The Civil Service Commissioners state in their Report that the Secretary of State for Foreign Affairs has not only prescribed rules for the examination of Clerks admitted to his office, but has applied the provisions of the Order in Council to persons entering the diplomatic service as Attaché or as Consul; and has added a further examination on the occasion of promotion from the situation of Unpaid Attaché to that of Paid Attaché.

The arrangements which the Secretary of State has sanctioned for this purpose will be found to secure the admission into the different branches of the Diplomatic Service of such persons, and such persons only, as are well acquainted with the requisite foreign languages, and with those peculiar branches of knowledge and accomplishment which are likely to ensure their usefulness and success in the career which they have chosen.

❖ I. SECRETARY OF STATE'S OFFICE.

Qualifications.—1. Writing from Dictation. 2. Précis. 3. French.

The candidate should possess a thorough knowledge of French. He should understand it well, and be able to make an accurate and good translation of any French paper.

The physical qualities of the candidate must be adequate to the long attendance and late hours which may be required of him.

The nature of the employment of Clerks in the Foreign Office is wholly confidential; consequently it is of the utmost importance that in the selection of candidates attention should be paid to circumstances from which a reasonable assurance may be obtained that they possess a high sense of honour. The Foreign Office requires of the Clerks great sacrifices of time, of comfort, and of amusement, and that they should take such an interest in the office as to consider its credit and reputation as their own. Such a feeling is the mainstay of the Foreign Office, and no person, however great his talents, would be useful or acceptable to the office without it.

II. UNPAID ATTACHÉS.

Qualifications.—1. Writing from Dictation. 2. Précis. 3. Geography. 4. Modern History. 5. French (Writing from Dictation, Speaking, and Translation). 6. Translation from either German, Latin, Spanish, or Italian, at the option of the candidate.

The candidate should be able to make a clear and correct précis or abstract, in the form of a narrative, of any collection of papers placed in his hands.

He is required to understand French well, to make an accurate and good translation of any French paper into English, and of any English paper into French, and to speak French with tolerable ease and correctness; to make an accurate and good translation into English of a paper written either in German, Latin, Spanish, or Italian (at the option of the candidate).

He should also have a general knowledge of modern history since 1789, and especially of the history of the country to which he is about to proceed, as regards its internal constitution and its relation to other powers.

Text-books for History:—So much of "Heeren's Historical Manual of the Political System of Europe and its Colonies," as treats of history from the year 1789; the fourth volume of "Russell's Modern Europe" (last edition); and so much of "McCulloch's Geographical Dictionary" as relates to the country to which the candidate is about to proceed.

✿ III. PAID ATTACHÉS.

Qualifications.—1. A speaking and a writing knowledge of the Languages of the Countries in which they have resided since their first appointment to the service. 2. International Law. 3. Reports upon the Constitution and Condition of the Countries in which they have resided.

All persons, on their advancement from the post of Unpaid to that of Paid Attaché, are to be subject to a further examination, which they would be required to pass, if in England, at the time of their promotion, or within one month after their arrival in England, before they are confirmed in their new office.

In this second examination, the candidates would be required to satisfy the Commissioners that they have a speaking and a writing knowledge of the languages of the several countries in which they have resided since their first appointment in the service; but in conducting these examinations, it will be right, in regard to languages, to bear in mind the length of time during which candidates may have resided in the several countries, and also the comparative difficulty of acquiring the languages of such countries. Lord Clarendon would not except Russian, Turkish, Persian, and Modern Greek, from the list of languages to which a candidate, who may have resided in the countries where they are spoken, should be expected to have turned his attention, though he considers that much forbearance would be required in dealing with languages which (especially the first three) are so hard to be acquired. Moreover, Lord Clarendon is of opinion, that if a candidate, who may be examined on promotion, should have resided only in France or in the United States, he should be required to satisfy the Examiners of his proficiency in one other language besides French.

To draw up a report on the general commercial and political relations of the several countries in which they may have resided, on their internal polity, their administrative and social institutions, and the character of the people. These reports, however, must not refer to current political affairs.

A moderate acquaintance with international law.

Text-books: "Wheaton's Elements of International Law," and "Wheaton's History of International Law."

✿ IV. CONSULAR SERVICE.

Limits of age for admission, 25-50.

Qualifications.—1. Arithmetic. 2. English Composition. 3. French (written and spoken). 4. The Language of the Port at which they may be appointed to reside. 5. British Mercantile and Commercial Law.

Text-book for Arithmetic, "Colenso's Arithmetic." For Mercantile Law, "Smith's Compendium of Mercantile Law."

As detailed information respecting admission into this service may be very useful to candidates, the following letter is given in *extenso*:—

"From Mr. UNDER-SECRETARY HAMMOND to the SECRETARY TO THE CIVIL SERVICE COMMISSION, dated 20 December, 1855.

"With reference to my letter of the 17th instant, I am directed by the Earl of Clarendon to request that you will acquaint the Civil Service Commissioners that his Lordship would wish the examination of such persons as may be selected for the Consular Service, whenever the circumstances of their being resident in England on their first appointment, or of their passing through England on their way to take up such first appointment, may admit of their being subjected to examination, to be directed to ascertaining the following points:—

"First. That candidates have a correct knowledge of the English language, so as to be able to express themselves clearly and correctly in writing.

"Secondly. That they can write and speak French correctly and fluently.

"Thirdly. That they have a sufficient knowledge of the current language, as far as commerce is concerned, of the port at which they are appointed to reside, to enable them to communicate directly with the authorities and natives of the place; a knowledge of the Italian language being taken to meet this requirement, as far as any place situated to the east of the Straits of Gibraltar is concerned, and a knowledge of the German language as regards ports within the Baltic, or countries having ports in the Baltic.

"Fourthly. A sufficient knowledge of British mercantile and commercial law to enable them to deal with questions arising between British ship owners, ship masters, and seamen. On this particular point Lord Clarendon would be obliged to the Commissioners to recommend a text-book from which candidates should be examined.

"Fifthly. A sufficient knowledge of arithmetic for the nature of the duties which Consuls are required to perform in drawing up commercial tables and reports.

"I am to add, that it is Lord Clarendon's intention, as far as practicable, to require persons on their first appointment to the Consular Service to attend at the Foreign Office for at least three months previously to their proceeding to their posts."

An acquaintance with the coinage, weights, and measures of foreign countries will be useful.

❖ FRIENDLY SOCIETIES' REGISTRY.

Nothing yet fixed.

Patronage with the Commissioners.

GENERAL REGISTER OFFICE

(COMMONLY CALLED THE REGISTRAR-GENERAL'S OFFICE).

Patronage with the Lords of the Treasury.*Limits of age for admission*, 17-25.*Qualifications*.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. 4. Correspondence. 5. Précis. 6. Geography. 7. English History.

In this office general intelligence and perfect trustworthiness, rather than special attainments, are the qualifications most needed.

* GREENWICH HOSPITAL.

Nothing yet fixed.

Patronage with the Lords of the Admiralty.

* HEALTH (BOARD OF).

Nothing yet fixed.

Patronage with the President of the Board.

* HOME OFFICE.

Patronage with the Secretary of State, Home Department.*Limits of age for admission*, 18-25.*Qualifications*.—1. Exercises designed to test Handwriting and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Geography. 4. English History. 5. English Composition. 6. Latin. 7. French.

INDIA BOARD.

Patronage with the President of the Board.*Limits of age for admission*, 18-25.*Qualifications*.—1. Writing. 2. Orthography. 3. Arithmetic. 4. English Composition. 5. Précis. 6. Geography.

A power for analysis and condensing into a small compass a subject, the matter of which is spread through many documents, will be useful.

INLAND REVENUE.

STAMPS AND TAXES—EXCISE.

Patronage with the Lords of the Treasury.

Limits of age for admission.—Clerks, 16-25. Surveyors of Taxes, 19-25. Lieutenants of Revenue Police, 20-25. Expectants of Excise, 19-25.

A general exception is made in favour of persons who may be transferred from other departments of the Civil Service, to which they had been previously appointed, according to the prescribed regulations.

Lieutenants of Revenue Police and Expectants of Excise, at the time of entering the service, must be unmarried and without family.

Candidates nominated to appointments in the country will be examined by the local officers of the departments; but if they reside within 40 miles of London they will have to be examined at the office of the Civil Service Commissioners.

Provincial Examiners are enjoined to frame questions for themselves, without referring to collections of arithmetical examinations.

I. OFFICES OF RECEIPT AND ACCOUNT, AND SURVEYORS OF TAXES.

Qualifications.—1. Reading. 2. Writing from Dictation. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. Book-keeping by Double Entry. 5. Correspondence. 6. Geography. 7. History of the British Empire.

II. OFFICES NOT OF RECEIPT AND ACCOUNT.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Correspondence. 4. Geography. 5. History. 6. Latin (in the Solicitor's office only).

The examination would, however, as regards history, geography, correspondence, and the other heads, extend much further than is thought necessary in the cases of Clerks in offices of account and receipt, and would be such as to ascertain whether or not the person had received such an education as would qualify him, after experience in the various business of the office, to be employed in duties of a superior description. In the office of the Solicitor some legal attainments are required; but the proficiency of the party in that respect would not be tested upon his admission, but during the probation of six months which he undergoes, according to the terms of his nomination, previously to his being reported to the Treasury as qualified or unqualified.

III. LIEUTENANTS OF REVENUE POLICE.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions).

IV. EXPECTANTS OF EXCISE.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Book-keeping by Double Entry.

* JOINT STOCK COMPANIES REGISTRY.

Patronage with the President of the Board of Trade.

Limits of age for admission, 17-30.

Qualifications. — The same as for “Supplementary Clerks” in the Board of Trade.

* JUDGE-ADVOCATE-GENERAL'S OFFICE.

Patronage with the Judge-Advocate-General.

Qualifications.—1, Writing from Dictation. 2. Accuracy in Copying.

The candidate should appear to have such amount of capacity as will enable him in course of time to discharge higher duties in the office.

* LAND REVENUE RECORD OFFICE.

Nothing yet fixed.

Patronage with the Lords of the Treasury.

* LORDS (HOUSE OF).

Nothing yet fixed.

Patronage with the Clerk of the House of Lords.

❁ LUNACY COMMISSION.

Nothing yet fixed.

Patronage with the Commissioners.

❁ METROPOLIS ROADS COMMISSION.

Nothing yet fixed.

METROPOLITAN POLICE COURTS.

Patronage with the Secretary of State, Home Department.

Limits of age for admission, 19-25.

Exception is made to the superior limit of age in cases where the nominee shall be a certificated attorney of one of the Courts of Law at Westminster, or shall have acted for at least seven years next before his application for such office as Clerk to the Justices of any Petty Session.

Qualifications.—1. Reading. 2. Writing from Dictation. 3. Arithmetic (including Vulgar Fractions). 4. English Composition. 5. Modern Geography. 6. English History. 7. Criminal Law (if the candidate be a certificated Attorney or Justices' Clerk at Petty Sessions).

A candidate must write quickly a clear legible hand, and must be able to *read* well.

If the candidate desire, he may be examined in Latin, German, French, Italian, or Spanish; but a knowledge of any of these is not to be considered as indispensably necessary.

A candidate who shall be a certified Attorney or Justices' Clerk at Petty Sessions shall, over and above the said qualifications, possess a tolerably sound knowledge of criminal law.

❁ METROPOLITAN POLICE OFFICE.

Patronage with the Secretary of State, Home Department.

Limits of age for admission, 17-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Book-keeping. 4. English Composition. 5. English Geography. 6. History of the British Empire. 7. French.

A competent knowledge of the French language is desirable.

Before the Junior Clerks reach the post of Chief Clerk, they should further acquire some knowledge of the principles and practice of criminal law; otherwise this appointment would be better filled by the selection of a person who has qualified as a Solicitor.

✻ MINT.

Nothing yet fixed.

Patronage with the Lords of the Treasury.

NATIONAL DEBT OFFICE.

Patronage with the Chancellor of the Exchequer.

Limits of age for admission, 16-25.

Qualifications.—1. Handwriting. 2. Correct Copying from MSS. 3. Arithmetic (including Vulgar Fractions). 4. Geography. 5. History.

✻ PATENTS OFFICE.

Nothing yet fixed.

Patronage with the Commissioners.

✻ PAYMASTER-GENERAL'S OFFICE.

Patronage with the Lords of the Treasury.

Limits of age for admission, 16-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions, Purchase of Stock, and Exchange). 3. Book-keeping. 4. Précis.

Facility of making long additions is indispensable in the Pay Office.

The Assistant Paymaster-General suggests to the Civil Service Commissioners, whether it might not be desirable to carry the examination of candidates a little beyond what it is at present, for the purpose of testing their general intelligence and acquirements.

POOR LAW BOARD.

Patronage with the President of the Poor Law Board.

Limits for age of admission, 18-25.

* I. CLERKS.

Qualifications.—1. Arithmetic (to Vulgar and Decimal Fractions). 2. English Composition.

Candidates for Clerkships of the superior class should be examined with a view to ascertain that they have received a liberal education and are personally intelligent. The Commissioners do not desire to lay down any minute rules as to the manner of this examination, which may, to a certain extent, be made to depend upon the nature of the candidate's previous studies.

Some acquaintance with the general principles of law would be an undoubted recommendation to those who look to rising in this branch of the Public Service.

• II. SUPPLEMENTARY CLERKS.

Qualifications.—1. Handwriting. 2. Accuracy in Copying. 3. Arithmetic (Elementary). 4. English Composition (ordinary principles).

The candidates required to have general intelligence in deciphering what is given to copy.

POST OFFICE.

Patronage with the Postmaster-General.

Limits of age for admission, 17-24.

I. SECRETARY'S OFFICE.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar Fractions). 3. English Composition. 4. Précis. 5. French or German.

There is a class of Supplementary Clerks in this office whose duties are chiefly of a mechanical nature; the character of their examination may therefore be limited to penmanship, orthography, and the first rules of arithmetic.

II. OTHER OFFICERS.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Reduction, Rule of Three, and Practice).

GOVERNMENT PRISONS DEPARTMENT.

Patronage with the Secretary of State, Home Department.

Limits of age for admission, 18-40.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including the Rule of Three and Practice), with an accurate knowledge of the Arithmetical Tables.

❁ PRIVY COUNCIL OFFICE.

Patronage with the President of the Council.

INFERIOR CLERKS.

Qualifications.—1. Writing. 2. Arithmetic. 3. English Composition. 4. French (such a knowledge as would enable the Clerks to copy and examine documents in that language with accuracy).

❁ PRIVY SEAL OFFICE.

Nothing yet fixed.

Patronage with the Lord Privy Seal.

❁ PUBLIC WORKS' LOAN OFFICE.

Nothing yet fixed.

Patronage with the Commissioners.

❁ QUEEN'S REMEMBRANCER'S OFFICE.

Nothing yet fixed.

Patronage with the Lords of the Treasury.

❁ RECORD OFFICE.

Nothing yet fixed.

Patronage with the Lords of the Treasury.

STATIONERY OFFICE.

Patronage with the Lords of the Treasury.

Limits of age for admission.—Clerks, 17-25. Other persons, 19-40.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar Fractions). 3. English Composition.

* SEAMEN'S REGISTRY OFFICE.

Patronage with the President of the Board of Trade.

Limits of age for admission, 17-30.

Qualifications.—The same as for "Supplementary Clerks" in the Board of Trade.

TRADE (BOARD OF).

Patronage with the President of the Board.

Limits of age for admission.—Clerks, 18-25. Supplementary Clerks, 17-30.

* I. CLERKS.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Précis. 4. Geography. 5. Translation from one ancient or modern Foreign Language.

II. SUPPLEMENTARY CLERKS.

Qualifications.—1. Writing from Dictation. 2. Transcribing correctly and expeditiously. 3. Arithmetic (the first four rules, with Practice and the Rule of Three). 4. Grammatical Structure of Sentences of a simple character.

TREASURY.

Patronage with the First Lord of the Treasury.

Limits of age for admission.—Clerks, 18-25. Supplementary Clerks, 18-35.

I. CLERKS.

Qualifications.—1. Exercises designed to test Handwriting and Orthography; good handwriting to consist in the clear formation of the letters of the alphabet. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. First Three Books of Euclid. 4. History of England. 5. Geography. 6. Translation from one of the following languages—Latin, French, German, or Italian, the selection being left to the Candidate. 7. The preparation of a Précis, or Abstract of Official Papers.

II. SUPPLEMENTARY CLERKS.

Qualifications.—1. Writing from Dictation. 2. English Composition. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. Book-keeping.

WAR DEPARTMENT.

Patronage with the Secretary of State for War.

Limits of age for admission.—Permanent Clerks, 18-25. Temporary Clerks, 18-40.

I. PERMANENT CLERKS.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. 4. Précis. 5. Geography. 6. History (general outlines). 7. Latin, or one Foreign Language.

II. PERMANENT CLERKS AT OUT-STATIONS.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (to Vulgar and Decimal Fractions). 3. Correspondence. 4. Geography (outlines). 5. History.

The examination for retired Non-Commissioned Officers of the Royal Artillery and Royal Sappers and Miners, nominated to Clerkships in the Royal Arsenal, Woolwich, is as follows:—1. Handwriting. 2. Writing from Dictation. 3. Correspondence. 4. Arithmetic (including Vulgar and Decimal Fractions). 5. Properties of the principal articles used in the Royal Arsenal, such as wood and iron.

III. TEMPORARY CLERKS.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (elementary). 3. Correspondence.

All candidates for out-station Clerkships are to be allowed, if they please, to be examined in the subjects required for admission into the London Offices. Those who pass the higher examination will be eligible for promotion into the London Offices, while the others will, of course, not enjoy that advantage.

The Ordnance Office has been recently consolidated with the other branches of the War Department, and is therefore included in these Regulations.

The Commissariat Department is now under the superintendence of the Secretary of State for War.

In a letter from the War Department to the Civil Service Commissioners it is stated, with respect to persons appointed as Clerks in the Commissariat Department for service as a portion of the army, it does not seem necessary to Lord Panmure to alter in any manner the mode of examination which has hitherto been pursued, the appointments being all upon probation; but the appointments in the Commissariat division of this department are to be subject to the same examination as for ordinary Clerkships.

Although candidates for admission into the Commissariat Department for service are not subject to an examination by the Civil Service Commissioners, the requirements needed are subjoined.

Qualifications for Clerkships in the Commissariat Department.

Candidates for Clerkships upon the establishment of the Commissariat should be not less than 16 years nor above 30 years of age.

They must provide two certificates at least of good character and correct moral behaviour.

Every candidate, before his nomination to a Clerkship upon the establishment of the Commissariat, will be required to give satisfactory proof that he is well and practically acquainted with the arithmetical rules of Practice, Interest, the Rule of Three, and Vulgar Fractions.

That he is acquainted with the principles of book-keeping by double entry.

He must write a fair and legible hand, and be capable of composing in English grammatically and correctly.

He must be able to read and translate one of the modern languages.

These preliminary qualifications are indispensable.

It is also to be clearly understood that a candidate, after having passed such examination, and having been admitted provisionally as a Clerk upon the establishment of the department, is required to make himself practically acquainted with the system of book-keeping by double entry, and with exchange operations.

He must also acquire a correct knowledge of one, at least, of the modern languages.

- His advancement to the rank of a Commissioned Officer will depend upon the testimony which the chief officer under whom he serves may be enabled to give as to his progress in these acquirements, his industry, his habits of business, and as to his moral and general character as a member of the department.

In addition to the above tests of his abilities and usefulness, the general conduct and demeanour of a candidate for advancement in the Commissariat Department should be such as to reflect credit on the profession which he has embraced. It may not be necessary to require a special report in this respect on each individual, but the Secretary of State will mark with displeasure any instance in which a departure from such conduct may come to his knowledge.

The Secretary of State regards the formation of habits of prudence and economy by the Clerks and young officers belonging to the department as a matter of great importance; private respectability furnishes the best security for useful public service. If in any case it should be a matter of public notoriety that a Clerk upon the Commissariat Establishment is fettered with pecuniary embarrassment, the Commissariat officer in charge will advert to the circumstance when he reports upon his conduct and qualifications.

COMMANDER-IN-CHIEF'S OFFICE.

Nothing yet fixed.

Patronage with the General Commanding in Chief.

QUARTERMASTER-GENERAL'S OFFICE.

Patronage with the Quartermaster-General.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (first four rules).

ADJUTANT-GENERAL'S OFFICE

(INCLUDING THE RECRUITING BRANCH).

Nothing yet fixed.

Patronage with the Adjutant-General.

WOODS (OFFICE OF).

Patronage with the Lords of the Treasury.

Limits of age for admission, 17-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Book-keeping (general principles). 4. English Composition. 5. Précis. 6. Geography. 7. English History (leading points). 8. French (some knowledge). 9. Latin (translation).

An elementary knowledge of the principles of English law as regards real property will be useful. The books recommended by the Commissioners of Woods as best adapted to this purpose are:—"Woodfall's Landlord and Tenant," and the first three volumes of "Serjeant Stephen's Commentaries on Blackstone."

WORKS (OFFICE OF).

Patronage.—With the Lords of the Treasury.

Limits of age for admission, 18-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Interest and Practice). 3. Correspondence.

DEPARTMENTS IN SCOTLAND.

BOARD OF FISHERIES.

Patronage with the Commissioners, subject to the approval of the Treasury.

Limits of age for admission.—Clerks, 17-25. Fishery Officers, 21-30.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (first four rules and Rule of Three). 3. Correspondence. 4. Book-keeping by Single Entry.

Barrel mensuration will be useful.

❖ BOARD OF SUPERVISION FOR THE RELIEF OF THE POOR.

Patronage with the Board.

Qualifications. — 1. English Composition. 2. Arithmetic.

The qualifications to which the Board of Supervision attaches the greatest importance in the selection of its Clerks, all of whom are liable to be employed in distant places, are good sense, self control, candour, and rectitude.

❖ GENERAL BOARD OF DIRECTORS OF PRISONS.

Nothing yet fixed.

Patronage with the Secretary of State, Home Department.

❖ COMMISSIONERS OF NORTHERN LIGHT-HOUSES.

Nothing yet fixed.

Patronage with the Commissioners.

QUEEN'S AND LORD TREASURER'S REMEMBRANCER'S OFFICE.

Patronage with the Lords of the Treasury.

Limits of age for admission, 18-28.

Qualifications. — 1. Exercises designed to test Hand-writing and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English History. 4. Geography. 5. Latin, or one modern Foreign Language. 6. Composition.

❖ REGISTRY OF SASINES.

Nothing yet fixed.

Patronage with the Registrar, subject to the approval of the Treasury.

DEPARTMENTS IN IRELAND.

* CHARITABLE BEQUESTS COMMISSIONERS.

Nothing yet fixed.

Patronage with the Lords of the Treasury.

CHIEF SECRETARY'S OFFICE.

Patronage with the Chief Secretary.

Limits of age for admission, 18-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. 4. Correspondence. 5. Précis. 6. Geography. 7. History.

It is thought desirable that a higher test of English composition than is involved in the abstract and letter, should be prescribed. A Latin classic might also, perhaps, be added.

CONSTABULARY OFFICE.

Patronage with the Lord Lieutenant.

Qualifications.—1. Writing from Dictation. 2. Arithmetic. 3. English Composition. 4. Geography of Ireland.

RECEIVER'S OFFICE.

Patronage with the Treasury.

DIRECTORS OF GOVERNMENT PRISONS.

Patronage with the Lord Lieutenant.

Limits of age for admission, 18-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Correspondence. 4. Précis.

✿ DUBLIN METROPOLITAN POLICE.

Patronage

Limits of age for admission.—Inferior limit, not stated; superior limit, 25.

Qualifications.—1. Reading. 2. Writing from Dictation. 3. Arithmetic. 4. Geography of the British Isles.

The candidate should be competent in reading, and should possess a fair share of information.

✿ COMMISSIONERS OF NATIONAL EDUCATION.

Nothing yet fixed.

Patronage with the Commissioners.

✿ GENERAL REGISTER OFFICE.

Nothing yet fixed.

INSPECTORS OF LUNATIC ASYLUMS (OFFICE OF).

Patronage with the Lord Lieutenant.

Limits of age for admission, 18-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Correspondence. 4. Précis.

INSPECTORS GENERAL OF PRISONS.

Patronage with the Lord Lieutenant.

Limits of age for admission, 18-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Correspondence. 4. Précis.

✿ PAYMASTER OF CIVIL SERVICES (OFFICE OF).

Patronage with the Lords of the Treasury.

I. CLERKS IN PAY OFFICE.

Limits of age for admission, 16-22.

Qualifications.—1. Writing from Dictation. 2. Arithmetic. 3. Book-keeping.

In thus limiting the requirements to such as are indispensable, it is by no means intended to underrate the value of a more liberal education than is indicated by those requirements, but rather to show the lowest scale that it would be safe to adopt for this office.

II. CLERKS IN RECORD OFFICE.

The Junior Clerk in this branch is not to be under 18 years of age.

Qualifications.—1. Writing from Dictation. 2. Arithmetic. 3. Book-keeping. 4. Surveying. 5. Irish and English History. 6. Latin. 7. French.

An acquaintance with the rudiments of our laws and constitution would be a very desirable acquisition.

✿ POOR LAW COMMISSION.

Patronage with the Commissioners.

Limits of age for admission, 18-30.

EXTRA CLERKS.

Qualifications.—1. Writing from Dictation. 2. Copying. 3. Arithmetic (including Vulgar Fractions and Decimals). 4. English Composition. 5. Correspondence. 6. Précis. 7. Geography of the British Islands.

***PUBLIC WORKS OFFICE.**

Nothing yet fixed.

Patronage with the Lords of the Treasury.

REGISTRY OF DEEDS OFFICE.

Patronage.—The Registrar, Assistant Registrar, and Clerks, are appointed by the Treasury, and the “Additional Clerks” or Copyists by the Registrar.

Limits of age for admission, 17-25.

Qualifications.—1. Writing from Dictation. 2. Arithmetic (elementary). 3. English Composition.

MODE OF EXAMINATION.

THE mode in which the examinations have been conducted is subjoined as follows :—

Arithmetic.—The arithmetic paper has, in most cases, been given on the first morning, the time allowed being three hours and a half; and the afternoon has usually been occupied with three or four sums in compound addition, with dictation and exercises in orthography. This has been done in cases where no further test of proficiency has been required. Where the examinations have included a greater variety of subjects, two days have been occupied, and, in some cases, a third, and even a fourth.

The elementary paper on arithmetic has been given to Tidewaiters and Weighers for the Customs, and to candidates for temporary employment in some departments. This paper includes only the first four rules of arithmetic, and in it is to be found the following question:—"At what o'clock does the sun set when it rises at 4 h. 16 m. 8 s.?" "This question," say the Commissioners, "which has occasioned some comment, has been answered in the way obviously intended—by Tidewaiters, and by many other candidates to whom it was proposed."

The papers commencing with "reduction" and ending with decimals have been placed before candidates for permanent Clerkships in most of the civil establishments, and before other classes of candidates nominated to temporary employment. In some cases, it should be added, a portion only of the higher paper has been given. Thus, for example, from candidates for Clerkships in several branches of the General Post Office, reduction, proportion, and prac-

tice only are required; in other cases, vulgar and decimal fractions are not included.

The higher examination papers contain, in some cases, as many as 40 questions; but either by the printed rules, or by a memorandum at the head of the paper, candidates have been desired, in the first place, to answer *two* under each head, and then to proceed with any others which they might choose to select. The object of proposing so great a variety has been to ensure to each as far as possible an opportunity of satisfying the condition prescribed. No one who has complied with this requisition has been rejected on the ground of deficiency in arithmetic; and, on the other hand, many whose performances have fallen below this standard have received certificates of qualification.

Some questions have usually been prepared in these arithmetical papers beyond the range of knowledge required, with a view of giving to the candidate the opportunity of displaying his intelligence; but these questions have been sparingly introduced, and, not being necessary portions of the examination, have not been attempted by those who had only moderate attainments.

One of the general papers on arithmetic is subjoined to show the character of the papers which have been set. This specimen must suffice. Those curious in the matter will find in Appendix III. of the Report a collection of papers on different subjects, which were used at various examinations.

(Time allowed, $3\frac{1}{2}$ hours.)

1. *You are requested to write your name at the top of each of your papers, to put the number to each question, and to send up the working as well as the answers.*
2. *Two questions at least under each head in this paper should be answered correctly in the time allowed.*

Reduction.

1. Reduce 13 miles 5 furlongs 171 yards 2 feet to inches.
2. How many miles, furlongs, &c. are there in 247,391 inches?
3. Reduce 4 tons 17 cwts. 3 qrs. 11 lbs. 6 oz. to ounces.
4. How many lbs., oz., &c. are there in 174,283 grains troy?
5. Reduce 7 weeks 3 days 21 hours 4 minutes 17 seconds to seconds.
6. Reduce 9l. 19s. 11½d. to farthings.

Proportion.

7. Find the value of 14 cwt. 3 qrs. 17 lbs. of sugar at 2*l.* 17*s.* per cwt.
8. Gold of the value of 423,284*l.* arrives from Australia: what is its weight, the price being 3*l.* 18*s.* per oz.?
9. When the income tax was 7*d.* in the pound, a person paid 24*l.* 7*s.* 6*d.*; what additional sum does he pay now that the income tax is 16*d.* in the pound?
10. The price of consols is 88 $\frac{1}{2}$; how many railway shares, the market price of which is 8*l.* 15*s.*, can be purchased for 1,000*l.* consols?
11. The rates of the express and mail trains on a railway are 40 and 28 miles per hour respectively: what time is saved by taking the faster train for a journey of 192 miles?
12. If 21 men take 8 days to dig 20 acres, how many acres will 16 men dig in 12 days?

Practice.

13. Find the value of 473 pounds of coffee at 1*s.* 5 $\frac{1}{2}$ *d.* per pound.
14. Find the value of 27 cwt. of sugar at 2*l.* 18*s.* per cwt.
15. Find the value of 13 cwt. 3 qrs. 17 lbs. of tea at 22*l.* 8*s.* per cwt.
16. Find the value of 132 $\frac{1}{2}$ tons of iron at 7*l.* 15*s.* 6*d.* per ton.
17. Find the cost of 11 miles 3 furlongs 55 yards of railway at 32,500*l.* per mile.
18. Find the cost of 716 acres at 44*l.* 11*s.* 3 $\frac{1}{2}$ *d.* per acre.

Interest.

19. Find the interest on 1,250*l.* in 7 $\frac{1}{2}$ years at 3 $\frac{1}{2}$ per cent.
20. Find the amount of 322*l.* 13*s.* for 10 $\frac{1}{2}$ years at 3 $\frac{1}{2}$ per cent. simple interest.
21. Find the discount on 1,450*l.* 10*s.* paid 2 months before it is due, at 5 per cent.
22. At what rate will the interest on 1,250*l.* for 5 years amount to 265*l.* 12*s.* 6*d.*?
23. Required the present value of 430*l.* due 4 months hence, at 4 per cent. per annum.
24. Find the amount of 240*l.* in 4 years, at 3 per cent. compound interest.

Vulgar Fractions.

25. Add together $\frac{2}{3}$, $\frac{3}{4}$, $\frac{5}{6}$, and $\frac{7}{8}$, and divide the result by $7\frac{1}{2}$.
26. Reduce $\frac{5282}{7312}$ to its lowest terms.
27. Find the value of $\frac{2}{3}$ of $\frac{4}{5}$ + $\frac{7}{8}$ of $\frac{1}{2}$ of a shilling.
28. What is the value of $\frac{5}{8}$ of a guinea?
29. What fraction of a pound is 9*s.* 10*d.*?
30. Reduce $\frac{2}{3}$ of half a crown to the decimal of a pound, and find the value of .8473 of a cwt.

Decimals.

31. Multiply 3·05 by ·25, and ·32 by ·231.
32. Divide 721·42 by 21·9 to 4 places of decimals.
33. Divide ·1 by ·001 and the quotient by ·2.
34. Reduce $\frac{3}{8}$ to a decimal.
35. Reduce $\frac{1}{4}$ to a decimal, giving the whole of the circulating period.
36. Express ·0125 as a vulgar fraction in its lowest terms.
37. Multiply 3 by 2, and express the product as a circulating decimal.

Dictation.—The course pursued in regard to dictation has been to select a passage of average difficulty—to read it through in the first instance with ordinary rapidity, in order that its general purport might be understood; afterwards to read it more slowly, so as to allow of its being taken down; and then either to read it once more, or to give the candidates time to look over and correct their performances. Under this head come papers containing false orthography, &c., which the candidates are directed to copy clearly and legibly, with the requisite emendations.

Handwriting.—In the communications received from most of the departments considerable stress has been laid on this accomplishment. But more upon this subject hereafter.

Book-keeping.—The various papers have been adapted, as far as possible, to meet the degrees of proficiency which the departmental authorities required. From candidates for situations in the Inland Revenue Department, a higher degree of proficiency has been required than that which in some other cases has been deemed sufficient.

Latin and Modern Foreign Languages.—Passages for translation from English into other languages have in several papers been printed with those intended for translation into English; but the former accomplishment has not been treated as essential in any instance, except where specially prescribed by the department, nor has it been deemed necessary that *all* the passages set for translation into English should be rendered by the candidate.

History and Geography.—Questions have been set on these subjects of very different degrees of difficulty; and

a most erroneous idea would be formed as to the standard which has been fixed, were it supposed that any large proportion of a paper had in a single instance been required to be answered.

COMPETITIVE EXAMINATIONS.

The competition is not open, but limited—*i. e.*, several candidates may be nominated to compete for one or more situations. The examinations are conducted in the same manner as the ordinary ones; the papers being of course more difficult.

PROVINCIAL EXAMINATIONS.

The circumstances under which these examinations have been held are as follows:—

In several of the Civil Establishments departmental examinations had existed previously to the issue of the Order in Council. In the case of candidates nominated to appointments in the country, these examinations were usually conducted by the resident officers of the departments, who were entrusted with the duty of framing the questions to be proposed, presiding over the examinations, and reporting on the merits of the candidates. In the Customs Department, the great majority of those so examined were Tidewaiters and Weighers; in the Inland Revenue they belonged for the most part to the class termed Expectants of Excise. On the issue of the Order in Council it became necessary that these local examinations should, by some means, be brought under the control of the Civil Service Commissioners; but as it was undesirable that the number of candidates required to attend at their Offices should be unnecessarily increased until arrangements had been in some degree matured, it was thought best that the system previously in existence should, with the important modification about to be mentioned, be maintained for a time at least. The modification in question has been this: in every case the questions set

and the answers sent in, together with the specimens of writing from dictation, have been transmitted to the offices of the Commission, together with the necessary evidence as to age, health, and character; and on the papers thus brought under the Commissioners' cognizance, their decisions have been arrived at.

The examinations held at Dublin have been superintended by Dr. Ball.

In order that uniformity of standard might, as far as possible, be maintained, it has been thought desirable that these examinations should be conducted by means of papers sent from the offices of the Commission; and these papers, together with the answers sent in by the candidates and detailed reports by Dr. Ball, have subsequently been considered and laid before the Commissioners.

The course recently adopted with regard to Expectants of Excise has been to supply from the office of the Civil Service Commission the necessary examination papers, which have been placed before the candidates by the local officers of the department, and subsequently returned with the answers sent in for the Commissioners' inspection.

The number of candidates examined by local officers has been 381, including nominations to the Admiralty, Customs, Inland Revenue, Post Office, War Department, and to offices in Ireland and Scotland.

A similar course has been pursued in regard to a candidate nominated by the Secretary at War to a Junior Clerkship in the Ordnance Storekeeper's Department at Colombo.

EXTRA OR VOLUNTARY EXAMINATIONS.

Every candidate who has been examined at the offices of the Commission in London has been permitted to select, if he thought proper, other subjects, in addition to those required for the situation to which he had been nominated. The rules laid down with regard to these have been—

First. That in the case of those who passed in the prescribed subjects, and acquitted themselves creditably in

the extra subjects, honorary additions, specifying the subjects, and characterizing, in the terms which appeared appropriate, the degree of proficiency displayed, should be made to the certificate of qualification; and,

Secondly. That in the case of those who either failed in the prescribed subjects, or did not show any acquaintance deserving commendation with those selected by themselves, no notice should be taken of the voluntary portion of the examination.

TEMPORARY CLERKS APPOINTED TO THE ESTABLISHMENT.

The course adopted on these occasions is as follows:—

The generality of the terms of the Order in Council, which require all persons appointed to junior situations to obtain from the Civil Service Commissioners certificates of qualification, has necessarily brought under their cognizance the numerous cases in which temporary or extra Clerks in any department have been appointed to junior situations on the establishment of that department; and also the cases which have occasionally, but rarely, occurred, in which a Clerk, already in the employment of one department, has been appointed to a junior situation in another.

The Commissioners have been anxious to deal with these cases in the spirit of the Order in Council, and in such a mode as to produce the least possible amount of inconvenience and disappointment to candidates thus circumstanced.

Where, according to the rules in force in any department, the subjects of examination of temporary or extra Clerks have been the same as those for junior situations on the establishment, the Commissioners have not deemed it necessary to re-examine the candidate upon his appointment to such junior situation; and where the subjects of examination have not been the same for these temporary and permanent situations, and the candidate has already obtained their certificate for the temporary situation, they

have limited themselves to the examination of the candidate in those subjects only in which he had not been previously examined; and they have pursued an analogous course in respect of the transfer of a Clerk from one department to a junior situation in another department.

In other cases of this description, where the original appointment had been made before the date of the Order in Council, and where consequently the examination on that occasion had taken place not under the authority of the Commissioners, but under the direction of the department to which the candidate belonged, they have, upon the occasion of the appointment of such candidate to another junior situation, accepted, in lieu of an examination, a report from the department certifying his age, health and character, and that he possesses the requisite knowledge and ability for the proper discharge of the duties of the office to which he is appointed.

AGENCY EMPLOYED IN EXAMINATIONS.

In this essential and delicate duty the Commissioners have obtained the assistance of gentlemen whose character, acquirements, and experience in examinations have rendered them peculiarly fitted for the task. Some of them have given their continuous assistance; others have been called in as the occasion has required.

Their names and academical positions are subjoined.

Now employed continuously.

Theodore Walrond, Esq., M.A., Fellow of Balliol College, Oxford.

Edward Headlam, Esq., M.A., Fellow and Assistant Tutor of St. John's College, Cambridge.

Employed occasionally.

W. F. Edwards, Esq., M.A., Fellow of Trinity College, Cambridge.

F. Vaughan Hawkins, Esq., B.A., Fellow of Trinity College, Cambridge.

G. W. Hemming, Esq., M.A., late Fellow of St. John's College, Cambridge.

E. J. Lawrence, Esq., M.A., late Fellow of Trinity College, Cambridge.

J. G. Maitland, Esq., M.A., F.R.S., late Fellow of Trinity College, Cambridge.

Edward Poste, Esq., M.A., Fellow of Oriel College, Oxford, and late Classical Moderator.

William Spottiswoode, Esq., M.A., F.R.S., of Balliol College, Oxford.

Rev. J. Woolley, M.A., LL.D., late Fellow of St. John's College, Cambridge.

For examinations in Ireland.

R. Ball, Esq., LL.D., M.R.I.A., Secretary to the Queen's University.

RESULTS OF THE EXAMINATIONS.

A summary of these results is subjoined.

The number of candidates who were examined in London from the date of the Order in Council to the end of February, 1856, was 697.

During the same period there were 381 candidates examined in the provinces, making a total of 1,078.

The number of certificates granted in the same interval was 676, and the number refused, 309.

The number of rejections of persons unable to pass in arithmetic was 89; of whom 13 failed in arithmetic alone, 33 in arithmetic and spelling, and 10 in arithmetic, spelling, and writing. The number deficient in spelling alone was 41; 23 were rejected for deficiencies in both spelling and writing; 27 for deficiencies in both spelling and arithmetic; and 72 for deficiencies in spelling, combined with other faults; 25 were rejected for ignorance in languages, 3 for ignorance of book-keeping, and 23 for ignorance in geography.

It appears that several candidates have been ordered to withdraw for using books or MS. notes while under examination. This should be a warning to young men not to attempt underhand tricks.

The necessity of refusing certificates to candidates on the ground of defect—not of character, but of intellectual qualification—has been extremely painful to the Commissioners; but they hope that, whilst performing this portion of their duty with firmness and impartiality, they have not been unmindful of the allowance which should justly be made for those deficiencies in the candidates which have arisen from their total inexperience of examinations, and the natural anxiety incidental to their position.

Competitive examinations have taken place for 58 situations, for which 175 candidates have been examined; and the Commissioners record their opinion that the candidates selected on these occasions have possessed considerably higher attainments than those who have succeeded in passing the ordinary examinations. They add, that they cannot doubt that, if it were adopted as a usual course to nominate several candidates to compete for each vacancy, the expectation of this ordeal would act most beneficially on the education and industry of those young persons who are looking forward to public employment.

It may not be without interest to record here the result of a competitive examination which took place at the War Office a short time before the establishment of the Examining Board. It is noted in the last Report of the Stockwell Proprietary Grammar School. After enumerating several proofs of the soundness of the education in the School, the Report proceeds:—"Major, another pupil, has recently gone through an examination for an appointment at the War Office, and obtained it against upwards of 30 candidates." The appointment thus gained was a high prize. It was a Clerkship on the permanent establishment of the War Office, one of the best paid offices in the Service. This example may rouse youths to habits of industry and activity; but let them not deceive themselves, for they can hope to be successful in competition only by obtaining a *real mastery* over the different subjects in which they may have to be examined.

The Commissioners have allowed and encouraged voluntary examinations in extra subjects, with a view to the issue of certificates of competency in those subjects. Many candidates have availed themselves of these opportunities, and have frequently displayed considerable proficiency, not only in those subjects which are a test of a previous good education, but likewise in some acquirements which are likely to be of special use in their future career.

In the case of Mr. J. H. Moore, a candidate examined

by them, the honorary addition to his certificate has been the means of his obtaining promotion. The following letter will explain the circumstance referred to:—

“INLAND REVENUE, 15th December, 1855.

“SIR,—I beg leave to acquaint you that, in consequence of the special certificate given by the Civil Service Commissioners in favour of James Henry Moore, a Clerk in the Warehouse Department of this office, the Board of Inland Revenue made a representation to the Treasury of Mr. Moore's apparent fitness for higher employment, and that their Lordships have in consequence conferred upon him a nomination as a Supernumerary Surveyor of Taxes.

“The qualifications required for this situation being the same as those demanded of a Clerk in an Office of Account in this department, the examination for which Mr. Moore has passed, his attendance again before the Civil Service Commission is unnecessary; but the Board have desired me to make this communication to you because the circumstance affords an instance of the value of the labours of the Commission to intelligent and well-educated candidates.

“I have, &c.

“(Signed) THOMAS KEOGH.”

This example should incite young men to a zealous and sustained improvement of their talents.

THE EDUCATIONAL DEFICIENCIES OF CANDIDATES.

THIS is a subject of high importance, and demands the careful attention of parents and guardians, of tutors and schoolmasters, and of all persons interested in the education of youth. The register of these deficiencies is a dark record of ignorance, and reveals many instances of neglected or defective education.

I purpose to take, *seriatim*, the educational subjects noted in the Report, and, after collating or extracting the remarks of the Commissioners upon them, to venture a few hints of my own. I shall also recommend books for the different branches of study—not with a view to their being adopted as text books, but to assist those who may be bent on self-improvement. And first as to

HANDWRITING.—The Commissioners state that defective handwriting formed part of the grounds upon which 44 persons were rejected. They add—

“There is doubtless some little difficulty in deciding what shall be the minimum of handwriting. We know no better definition than that which we find in the rules for examination authorized by the Lords Commissioners of the Treasury—namely, ‘that good handwriting should consist in the clear formation of the letters of the alphabet.’

“Having regard also to the use, in several departments, of copying machines, we conceive that the requirement of the Committee of Council of Education in this respect, ‘that the handwriting should be rapid, neat, and of that even stroke which allows legible copies to be taken by pressing,’ would be reasonable and useful in various cases.

“We regret to say, that hitherto we have found it impossible to place the standard of writing generally on this satisfactory footing. Had we insisted on it, the Public Service would have been obstructed by the

rejection of the great number of candidates whose writing does not satisfy either of these conditions.

"We hope, nevertheless, that in a short time, when it shall have become publicly known that such good handwriting as is above described is indispensable, the candidates who are sent to us will have made themselves masters of an accomplishment which we believe it to be within the power of every diligent person to attain."

It therefore behoves all persons engaged in tuition to give particular attention to this useful but frequently neglected branch of education. Masters of grammar schools and private classical schools would do well to look to it; and the subject may be worthy the notice even of heads of colleges and public schools.

It cannot be expected that every young man should write excellently well; but it is to be desired that he should write clearly and legibly. Lord Palmerston, who has frequently called attention to the importance of this simple elementary acquirement, has defined good handwriting as consisting in "the clear formation of the letters of the alphabet"; and this is a standard which most persons might reach by a little self-training. Let them try; and in addition to the direction above named, let them in their writing keep the lines tolerably far apart, and leave a moderate space between each word; and after a little practice they will doubtless produce a handwriting almost as clear and distinct as print. The importance of legible handwriting for official purposes cannot be too much insisted upon.

Many celebrated men, it is true, have paid little attention to penmanship. Sydney Smith declared "that he must decline ever reading his own handwriting four-and-twenty hours after he had written it." Jeffrey, the Edinburgh Reviewer, seemed to glory in the same deficiency. "My dear Jeffrey," Sydney wrote to him upon one occasion, "we are much obliged by your letter, but should be still ~~more~~ so were it legible. I have tried to read it from left to right, and Mrs. Sydney from right to left, and we neither of us can decipher a single word." But however worthy of imitation great men may be, there is no need to emulate them in wretched penmanship.

Illegible signatures are also a constant source of perplexity in Public Offices. It would doubtless save much time and trouble in all business concerns of life, if persons were to sign their names clearly and distinctly.

DICTATION.—On this point the Commissioners state:

“Although the range of examination includes, in some instances, Latin or a modern foreign language, history, geography, &c., the great majority of rejections have been occasioned, not by ignorance of these subjects, but by inability to spell with ordinary accuracy. The failures, moreover, have not been errors in words of rare occurrence or technical character, but discreditable mistakes in those of every-day use.”

A few of the mistakes in spelling are—*sedicious, magistraits, prepaired, concideration, grasioulsy, falicies, controll, desenters, refference, habbits, possition, furenness, emينات, develuped, schollar, necsscery, niglegent, notace, &c.*

It would appear that these deficiencies are not, as might have been expected, found only in candidates for the lower appointments in the Civil Service.

“These things,” says the *Times*, alluding to bad handwriting in connection with bad spelling, “lead to the inevitable inference that the great mass of schools in this country, with all their high-sounding pretensions, classical and commercial and scientific, are in these most essential respects exceedingly defective. We strongly recommend guardians and parents to look to it, and, instead of trusting to the assurances of proficiency which come to sweeten the half-yearly bills, to satisfy themselves by personal examination whether their son in *Homer* can spell words of four syllables, or their nephew in *Horace* write a grammatical sentence. We believe the effect would exceedingly tend to lower the reputation of our most popular and pretentious academies, Lyceums, seminaries, and gymnasiums.”

Further comment is unnecessary.

ENGLISH GRAMMAR AND COMPOSITION.—Under these heads is comprised the important requirement of making

an abstract or *précis* of official papers. On this point the Commissioners remark:

“Of the importance and utility of such an accomplishment we cannot entertain the slightest doubt; and we believe that there is hardly any mode in which a Clerk can render more efficient service to his superior in office than by presenting before him a succinct, faithful, and intelligent abridgment of any document or correspondence upon which questions may arise; but we consider that it will not often occur that a candidate, unless he has previously been taught and exercised in this particular duty, will show any great proficiency therein; and we find considerable practical difficulty in effectively examining persons in this requirement, owing to the length of time which must necessarily be occupied by a candidate, first in making himself master of the documents which he is called upon to abstract, and afterwards in concisely abstracting them.

“We are not prepared, however, to recommend the departments who have adopted this particular subject of examination to dispense with it; as we hope that, when it is publicly and generally notified, those persons who are likely to enter into the Public Service will take proper steps for procuring the necessary instruction.”

A few hints may be useful here. As a preliminary step to this exercise, I would recommend an excellent little book, “A Practical Introduction to English Composition,” by the Rev. J. Edwards, M.A., Second Master of King’s College, London, which, if properly used, will lead the student to *think*. He may then proceed to epitomize subjects or to make a *précis* of them. For this purpose let him take a passage in any interesting historical or other work of acknowledged merit, and read it carefully over two or three times, until he has a firm hold of the thoughts contained in it; then let him lay aside the book and attempt to write out the passage from memory in the best way he can; and having done so, let him again open the book, and compare what he has written with the text of the author. If this attempt prove too severe a test, let him condense the substance of each paragraph without shutting the book. Translation into English from any foreign language is also a good exercise, if a friend, whose judgment and taste can be depended upon, is at hand to correct it. Let him not be discouraged by first difficulties; let him try again and again—and after a time

he will find that what was performed with laboured effort at first, will be done afterwards with comparative facility.

It is to be feared that sufficient attention is not paid to the means of acquiring the English language, from the circumstance that it is often taken for granted that, being our native tongue, a competent skill in it may be obtained without effort. No opinion is more mistaken than this.

Books.—"Murray's Grammar and Exercises," which may be followed by "Blair's Lectures on Rhetoric." To these may be added "Archdeacon Whateley's Treatises on Logic and Rhetoric." I would also especially recommend "*Cobbett's Grammar*," which is a text book of vigorous racy English, suited for the use of adults.

But the knowledge of rules will be of no avail without a careful study of the best models, and, above all, without constant practice in English composition, for which reason I have put that prominently forward. This exercise is conducive to the most valuable mental endowments. The acquisition of knowledge on a variety of subjects, habits of accurate thought, and facility and correctness of expression, are all to be attained by English composition as I have recommended that it should be cultivated.

ARITHMETIC.—On deficiencies in this subject the Commissioners state:—

"With regard to decimal arithmetic in particular, it should be mentioned that the knowledge possessed by candidates has been, in the great majority of cases, defective. Many of the papers which have been set contain questions in division of decimals so framed as to present no difficulty whatever, except as to the position of the decimal point. Even these questions have been rarely attempted, and still more rarely attempted with success."

In teaching arithmetic, *rules* instead of *principles* are often taught, and thus what boys learn one month they sometimes forget the next. Professor De Morgan has done service by helping to introduce the *principles* of arithmetic into schools as well as the *practice*. In the preface to one of the early editions of his "*Elements of Arithmetic*," he remarks, "All who have been engaged in the education of youth are aware that it is a hard thing

to make them think; so hard, indeed, that masters had, within the last few years, almost universally abandoned the attempt, and taught them rules instead of principles; by authority instead of demonstration. This system is now passing away; and many preceptors may be found who are of opinion that, whatever may be the additional trouble to themselves, their pupils should always be induced to reflect upon and know the reason of what they are doing. Such I would advise not to be discouraged by the failure of a first attempt to make the learner understand the principle of a rule." The Professor, however, acknowledges his work is a "hard book." It is admirably adapted for youths who have aptitude for mathematical learning; but, for the general student, Colenso's books are preferable.

Colenso's books consist of "A Text Book of Arithmetic," 6d.; "Progressive Examples," 1s. These works, though cheap, are *valuable*. To more advanced students I would commend his "Arithmetic for the Use of Schools," 4s. 6d. There is also an excellent treatise on arithmetic in "Weale's Shilling Series of Educational Works."

It may be added, that the facility of making long additions is indispensable in many of the Public Departments. It is found that youths who have a good knowledge of arithmetic are often deficient in the power of making additions of any length. It need scarcely be said, that quickness and accuracy in this particular are to be attained only by constant practice.

BOOK-KEEPING.—In this branch of knowledge the Commissioners state that comparatively few candidates have shown an accurate and intimate knowledge.

Now, in such offices as the Inland Revenue Department and Admiralty, where there is much business of a financial and commercial character, book-keeping is specially required. Although in some other departments it may not be so particularly insisted upon, it would be well for youths who contemplate entering the Civil Service to make themselves thoroughly acquainted with the prin-

ciples of a branch of knowledge which is not difficult of acquisition.

Books.—Kelly, Forster, and Swan.

There is also an excellent little treatise in "Weale's Shilling Series of Educational Works."

HISTORY AND GEOGRAPHY.—Although the Commissioners record that in no single instance have deficiencies in these subjects been the sole cause of rejection, yet there seems not to have been any great degree of proficiency shown in them.

It is to be feared that these branches of knowledge are either greatly neglected, or imperfectly taught. History is too frequently only *read*, and not *studied*; whilst geography is oftentimes hurried over, without the habit of using maps properly. Earnest and careful attention should be given to these studies; for how can a youth be expected to pass a creditable examination in subjects of which he has obtained only a cursory knowledge?

Books for History.—Whittaker's improved edition of "Pinnock's Goldsmith's History of England." "Outlines of the History of England," by W. Douglas Hamilton, of University College, London—an excellent and valuable work, forming two parts of "Weale's Shilling Series of Educational Works." "Alison's History of Europe," abridged for the use of schools, may also be studied with advantage. For Grecian and Roman History—Keightley. To which may be added, "Bonnechose's History of France." Although these are only elementary books, they will, *if thoroughly mastered*, supply the information required to pass the ordinary examinations in this branch of knowledge. As regards the historical works required to prepare for the higher examinations, I will at present offer no suggestions.

Books for Geography.—"Goldsmith's Geography," and "Sullivan's Geography," written for the Irish National Schools.

LATIN AND MODERN FOREIGN LANGUAGES.—These subjects are required only for a portion of the Service;

and as tuition in them is, for the most part, ably conducted, comment would be superfluous here. It may, however, be observed, that classical acquirement is needed, "not as in itself often available, but from the test which it affords of early habits of application, and from its tendency to aid in mental development."

It would be well if preceptors were to adopt the plan of periodically examining their pupils from written papers. It would give youths self-reliance, and accustom them to this mode of examination.

CAUSES OF EDUCATIONAL DEFICIENCIES, AND THEIR REMEDY.

THREE principal causes may be assigned for these deficiencies.

The first is that, in schools even of high pretensions, boys are lifted up into the higher branches of learning before they have mastered the elementary: thus many a youth is withdrawn from school to enter upon the business of life, a smatterer in erudite knowledge, and a comparative ignoramus in those things which would serve him for useful and practical purposes. In justice, however, be it said, that the bonds of this mistaken exclusive system of education have in many instances been relaxed, whilst in others a gradual loosening of them may be expected. In King's Collège, London, and in the branch schools in union with it, classical and mathematical learning go hand in hand with the study of English grammar, history, geography, and the modern languages: many high-class schools are following in the track. The Rev. G. E. L. Cotton, M.A., Master of Marlborough College, in the preface to a volume of *School Sermons*, published some little time since, suggests a change in the present educational course, which, "if successfully effected," says a writer in the *Quarterly Review*, "cannot fail to produce very beneficial results." "While strongly advocating," the Reviewer continues, "the retention of the present classical system of instruction (when it can be fully adopted), as the best mode of training the mind in accuracy, in taste, in the power of expression, and in the appreciation of art; yet Mr. Cotton notices the fact that there is a large and increasing class of boys in our schools

who, for lack of time, cannot derive from a discipline exclusively literary its real benefits. Those who are intended for the army and navy, or for the pursuits of commerce, can never remain long enough under instruction to penetrate through the husk of verbal studies to their kernel."

For carrying these plans into effect, Mr. Cotton proposes to institute alongside of the present classical course, a system "in which mathematics should form the principal study, with Latin occupying the next place, as the foundation of a sound grammatical training, and essential to the knowledge of our own literature: round these might be ranged French and probably one other modern language, the elements of geography, of history (at least, that of our own country), and such other studies as experience proves to be most practicable and most beneficial, and which might vary in some degree according to the future destination of the scholars."

This educational experiment must assuredly succeed wherever carried out with earnestness and integrity. If preceptors will take the trouble thoroughly to teach the rudiments of learning, and scholars will condescend thoroughly to master them before advancing to the higher branches, the result must be the acquisition of a sound, useful, and really elevating and morally improving education; and youths will go forth into the world well prepared for the practical affairs of life. In our preparation for secular as well as spiritual life, our foundation must be built upon a rock if we desire to succeed.

Another principal cause of these deficiencies is the want of qualified teachers, especially in schools of the middling and lower class, which is directly traceable to a third and last cause—that parents deny adequate remuneration to the instructors of their children. "Whilst much is said of education," observes an American writer,* who eloquently touches upon these two points, "hardly any seem to feel the necessity of securing to it the best minds in the community, and of securing them at any price. A juster

* The late Dr. Channing.

estimate of this office begins to be made; but, generally, it seems to be thought that anybody may become a teacher. The most moderate ability is thought to be competent to the most important profession in society. Strange, too, as it may seem, on this point parents incline to be economical. They who squander thousands on dress, furniture, amusements, think it hard to pay comparatively small sums to the instructor; and through this ruinous economy, and this ignorance of the dignity of a teacher's vocation, they rob their children of aid for which the treasures of worlds can afford no compensation."

"There is no office higher than that of a teacher of youth; for there is nothing on earth so precious as the mind, soul, character of the child. No office should be regarded with greater respect. The first minds in the community should be encouraged to assume it. Parents should do all but impoverish themselves, to induce such to become the guardians and guides of their children. To this good, all their show and luxury should be sacrificed. Here they should be lavish, whilst they straiten themselves in everything else. They should have no anxiety to accumulate property for their children, provided they can place them under influences which will awaken their faculties, inspire them with pure and high principles, and fit them to bear a manly, useful, and honourable part in the world. No language can express the cruelty or folly of that economy, which, to leave a fortune to a child, starves his intellect, impoverishes his heart. In education, there should be no economy."

ADVICE TO SUCCESSFUL CANDIDATES.

AFTER the candidate has passed his examination, and received his certificate of qualification, he will have to enter upon a period of probation for six months, during which his general conduct and aptitude for business will be tested, and he will not be finally appointed unless the result is satisfactory. It behoves him during this time to be invariably punctual in his attendance, to take every opportunity of making himself acquainted with what is expected from him, and to do to the best of his ability whatever work may be assigned to him, so that his official superiors may have a favourable report to make of him at the end of his probation.

The novitiate passed, and the appointment confirmed, he ought seriously to consider what will be required of him as a public servant.

In every profession there is a certain amount of practical, technical knowledge, which requires early attention, because the profession cannot be exercised without it. And so it is with the duties of a Clerk in a Public Office: they cannot be performed successfully and well without a familiar knowledge of official forms and routine, which are the embodiment of past experience for future use. Let a young man, then, during his "official education," which will occupy the first years of his employment, be determined to gain a mastery over these details, and be animated by a sense of duty in everything he does. Old Herbert's rugged verses are full both of Christian feeling and worldly wisdom—

“ A servant with this clause
Makes drudgery divine;
Who sweeps a room as for thy laws,
Makes that an action fine.”

It is as right to be minutely exact in small things as to be great in affairs of high policy. “Mechanical accuracy,” says Mr. Merivale, Under-Secretary of State for the Colonies, “habits of carefulness, a ready and precise memory of details, punctuality and neatness in the discharge of minutiae, a readiness to take interest in comparatively uninteresting work, that gentlemanly spirit which prompts at once to co-operation with superiors and subordination to them; these, and such as these, are the qualities which are most commonly called into use during the earlier part of a Clerk’s employment.” These are staple qualities for daily use—not only in the Colonial Office, but in every office under the Crown.

But will not our public servant also soar into regions of knowledge far above those of official routine? Will he not give his leisure to studies that may be useful to him in his future career? Will he not, more especially, think it essential to acquire a sound knowledge of his own country? Will not Trade, Commerce, Taxation, Statistical Finance, and Political Economy, claim his attention? “It must at all times,” says Porter, in his preface to “The Progress of the Nation,” “be matter of great interest and utility to ascertain the means by which any community has attained to eminence among nations. To inquire into the progress of circumstances which have given pre-eminence to one’s own country would almost seem to be a duty. If this remark can be applied with propriety to any people and to any age, assuredly it may be applied to this country and to the present generation, by which have been made the greatest advances in civilization that can be found recorded in the annals of mankind.” If a private person ought to know all that constitutes the life and hope of his country, should it not be the paramount duty of a public officer to be conversant with it?

It is to be feared that many youths, on leaving school,

feel as if the work of intellectual culture were done. It has been said, that the true use of a school is to enable and dispose the pupil to continue his education through life. O that young men would think thus, and strenuously engage in the arduous work of self-improvement—remembering that “self-culture consists not so much in accumulating information, as in acquiring ‘a force of thought,’ which is manifested in the concentration of the attention and in accurate penetrating observation.”

During the first years of official life especially, a portion of every young man’s spare time should be resolutely given up to reading; and whatever line of study he adopts, let him realize

“Labor ipse voluptas,”

for in study

“No profit grows where is no pleasure ta’en.”

“It may easily be demonstrated,” says Lord Brougham, “that there is an advantage in learning, both for the usefulness and the pleasure of it. There is something positively agreeable to all men—to all, at least, whose nature is not most grovelling and base—in gaining knowledge for its own sake.” A young man should regard his spare time as his estate—an estate which will produce nothing without cultivation, but will always abundantly repay the labours of industry. What Dean Swift said of wisdom is equally true of knowledge; it is a fox, who, after long hunting, will at last cost you the pains to dig him out. Let then those who value the purchase be willing to pay the price. *Nil sine magno labore dedit mortalibus*, was the just maxim of the ancients; and every young person should remember, that he who will have no knowledge but that for which little exertion has been used, must, one time or other, suffer the mortification of finding what he possesses to be of small intrinsic worth.

To general literature many a young man will doubtless give ready and willing attention. Although much must be left to his own choice, let him not despise counsel. It is easy to read, but hard to think; and let him check a

roving and desultory habit of reading—a habit which rather enervates than strengthens the mind. Let him read with method, and propose to himself a definite end, to which all his studies may point.

“The only general precept,” says Gibbon on this subject, “that I would venture to give, is that of Pliny—‘to read much, rather than many things’; to make a careful selection of the best works, and to render them familiar to us by attentive and repeated perusals.” Such is the advice of a man who, before entering upon the perusal of a book, wrote down or considered what he knew of the subject, and afterwards examined how much the author had added to his stock of knowledge. A severe test, it is true; but from habits like this sprang the great historical work which will hand the author’s name down to the latest posterity.

Many a youth, on his entrance into a Public Office, leaves parents and relations at a distance, and is thrown, without an adviser, among temptations which beset him on every side in a large metropolis. Let him, amid these difficulties, be self-possessed and firm in his conduct; bearing in mind that he is a reasonable and spiritual being, steadily looking forward to the eventualities of his future life here and hereafter. Above all, let him disdain the contemptible ambition of being known as “a fast young man,” or whatever name the temporary cant of the vicious may bestow upon such characters. Although his conduct may bring upon him insulting and ironical remarks, it will soon be in his power, not indeed to despise, but to pity. Let him exhibit a noble superiority in daring to disregard the artful and malicious reproaches of the vain, who will labour to make him a convert to folly in order to keep them in countenance. They will laugh at first, but esteem him in their hearts, even while they laugh; and in the end they will envy his virtue.

Passion will have his good things—if they can be so called—first, and then come bitter mortification and repentance; but Patience is content to have them last and

best, and derives from them a growing, never-ending enjoyment. Let young men learn, then,

“To labour and to wait.”

The great test of character and conduct in young men is their management of their private finances. If they submit to any privation rather than exceed their means, they acquire a moral strength and a solid reputation which will alone almost secure their success in life. It is hard for an empty sack to stand upright. On the other hand, a man who is known to be independent in his circumstances is justly regarded as possessing the most indispensable qualification for offices of trust—that of being *trustworthy*; because he is above the ordinary temptations to official delinquency. Private respectability is the best guarantee for public usefulness.

I will conclude by offering a few suggestions, as the result of an active official life: with the earnest hope that my readers will borrow their experience, like wise men, instead of buying it, like fools.

No man is in so obscure a position that his character and acquirements are not perfectly known to many who have it in their power to advance him.

The first few years—indeed it may truly be said, the first few months—of a young man's public employment are especially important in this point of view. During this period he *takes his position* in general estimation; and when the opinion of the circle within which he is known has once been formed respecting him, it is difficult either to retrieve a bad character or to lose a good one. “*C'est le premier pas qui coute.*”

There is no kind of knowledge so apparently remote from daily use, which may not, some day or other, be turned to account. Every opportunity should, therefore, be taken of adding to our stock in trade. We should have in our armoury weapons suited to every kind of warfare.

Every man rises to his level. This is an axiom of first-rate importance. It will be questioned on all hands; but

do not suffer yourselves to be persuaded out of it. Men like to attribute their failures to their misfortunes rather than to their faults; but when an opportunity has been lost, it may almost always be traced to some defect either in character or conduct. The chances and changes of life are infinitely varied; and when a man is known to *have it in him*, sooner or later what is felt will be expressed, and he will be pronounced to be *the right man for the right place*.

Every man may, by persevering attention and cultivation, make himself pretty much what he desires. The difference between a coalheaver and a philosopher is merely the difference of mental and moral cultivation. There are, no doubt, degrees of natural capacity, but they are much less than is generally supposed; and the actual man consists much more of what he has made himself than of what he originally was. The best soil may be deteriorated by neglect; the worst may be brought to a high state of productiveness by judicious and generous treatment.

Last, but not least, the fear of God has the promise both of this world and of that which is to come. He that walketh uprightly walketh surely. A man who habitually acts from a sense of duty, is depended upon and respected like no one else.



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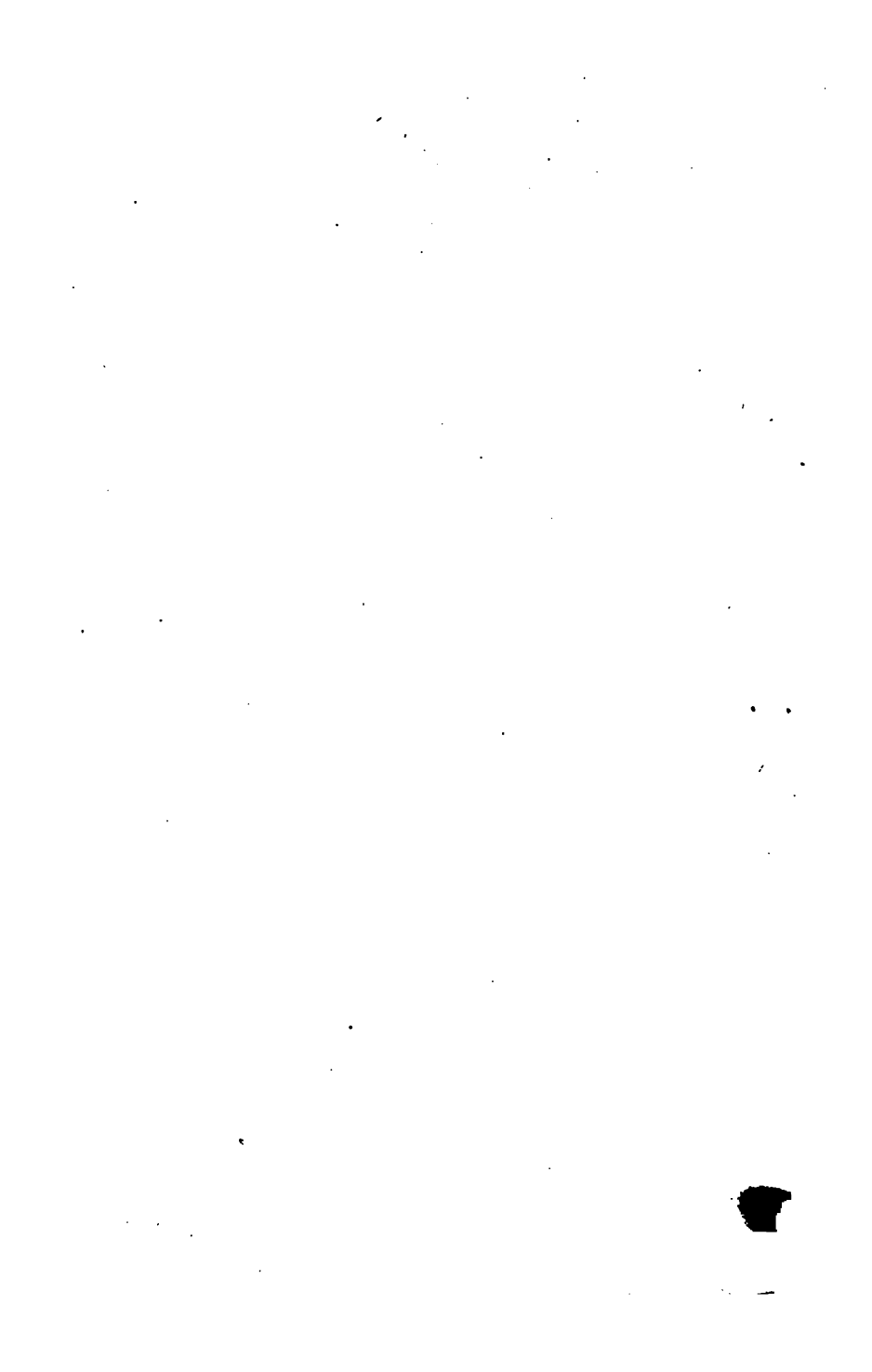
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